**Request to Change CIP Code from Non-STEM to STEM**

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program Title (e.g., M.A. in Biology) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program Abbreviation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current CIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested CIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the program a joint degree program (Yes or No)? If so, list the joint partner institution.

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Is this program offered through an Online Program Manager (OPM; Yes or No)? If so, list OPM.

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Is the requested CIP code included on the [STEM Designated Degree Program list](https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/eligible-cip-codes-for-the-stem-opt-extension) maintained by the Department of Homeland Security (Yes or No)?

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Is there an additional, two-digit CIP code associated with the [Distinguished Professors Endowment Trust Fund](https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/academic-programs/dpetf-guidance-memo-10_03_23.pdf) (Yes or No)? If so, list the two-digit CIP code.

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1. Provide the [definition](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) for the current CIP code.
2. Provide the [definition](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) for the requested CIP code.
3. Provide a justification for changing the CIP code from a non-STEM to STEM designation.
4. Provide a detailed explanation of program curriculum and STEM content.
	1. Include a table summarizing STEM content in program core and elective courses.
		1. Table format included below. Please add rows as needed.

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| **Program Core** | **Credits** | **Non-STEM/STEM** | **STEM Content** |
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| **Electives** | **Credits** | **Non-STEM/STEM** | **STEM Content** |
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1. What percentage of credit hours earned in the required core curriculum cover topics within the definition of the requested CIP code?
2. What percentage of electives cover STEM related content?
3. List similar programs and their STEM designation in the UNC System and nationwide.
	1. Table format included below. Please add rows as needed.

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| **Institution**  | **STEM Designation** |
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1. Course-level STEM mapping of program.
	* 1. Include a table listing each course with the following items:
			1. Current course CIP code
			2. Requested course CIP code
			3. Course number
			4. Course title
			5. Credits
			6. STEM content / non-STEM content
			7. If stem, a brief explanation of the STEM content
		2. Table format included below. Please add rows as needed.

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| --- | --- | --- | --- | --- | --- | --- |
| **Current Course CIP Code** | **Requested Course CIP Code** | **Course Number** | **Course** **Title** | **Credits** | **STEM/Non-STEM**  | **Stem Content** |
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1. The UNC System Office requires the approval of the provost and chief financial officer for requests to change CIP codes from non-STEM to STEM.

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| **Position Title** | **Signature** | **Date** |
| Provost |  |  |
| Chief Financial Officer |  |  |

***(Only complete below for partner institution if this is a joint degree program)***

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| --- | --- | --- |
| **Position Title** | **Signature** | **Date** |
| Provost |  |  |
| Chief Financial Officer |  |  |